

Utah Department of Health, Bureau of Child Care Licensing
Staff Orientation Training Form

Center Name:

Date Review Completed (mm/dd/yyyy):

Please follow the attached instructions when completing this form. List all caregivers, substitutes, and volunteers who work with children who started after your last Announced Inspection. Use as many pages as needed to include all new staff. In order for your license to be renewed, this form must be accurately completed before your Announced Inspection takes place. Your Licensing Specialist will review this completed form as part of your Announced Inspection.

Caregiver Name:										
Date Orientation Training Completed: (mm/dd/yyyy)										
Date Full Caregiving Duties Began: (mm/dd/yyyy)										
Topics Included in Training	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Licensing Rules: Supervision & Ratios										
Injury Prevention										
Parent Notification & Child Security										
Child Health										
Child Nutrition										
Infection Control										
Medications										
Napping										
Child Discipline										
Activities										
Transportation										
Animals										
Diapering										
Infant & Toddler Care										
Job Description & Duties										
Center's Written Policies										
Center's Written Emergency Plan										
Orientation to Assigned Children										
Children's Health Assessments										
Procedures for Releasing Children										
Body Fluid Clean-up Procedures										
Abuse/Neglect Signs & Reporting										
Obtaining Assistance in Emergencies										
Shaken Baby/Copying w/Crying Babies										
Preventing SIDS										